



**NORTH CAROLINA REAL ESTATE COMMISSION**

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[www.ncrec.gov](http://www.ncrec.gov)

FOR COMMISSION USE

DATE \_\_\_\_\_

I.S. \_\_\_\_\_

**FIRM (PRINCIPAL OFFICE) ADDRESS CHANGE REQUEST**

(To be completed by Qualifying Broker)

Firm Name: \_\_\_\_\_  
(Please Print or Type)

Firm License No: \_\_\_\_\_  
(Not required if sole proprietorship)

Current Firm Address on Record with the Commission:

Mailing Address:

Physical Location:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NEW Address:**

Mailing Address:

Physical Location:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Qualifying Broker

\_\_\_\_\_  
Qualifying Broker License Number

\_\_\_\_\_  
Signature of Qualifying Broker

\_\_\_\_\_  
Date

**Please Note:** Commission rule A.0502(d)(5) requires the *Qualifying Broker* to notify the Commission of any change of business address or trade name of the entity and the registration of any assumed business name adopted by the entity for its use. (A Broker-in-Charge may only submit a change request for his or her individual location.)

*Please allow 3-5 business days for your request to be processed. You will receive a Notice of License Record Change acknowledging this change request. If you do not receive a Notice within 30 days, please contact the Commission's Information Services Section.*